```
[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

Dear [Recipient's Name],
[Body of the letter: Start with a warm greeting, share your thoughts, feelings or updates, and include any specific requests or questions you may have.]
[Closing remarks: A friendly sign-off expressing your affection or well wishes.]

Sincerely,
[Your Name]
```